

COLORADO DEPARTMENT OF TRANSPORTATION RELOCATION CHECKLIST AND RECORD OF CORRESPONDENCE	Project Code: Parcel No: Project No: Location: Name of displaced person(s): <div style="background-color: #f0f0f0; padding: 2px;"> ► NOTE: Check only boxes that are applicable to this particular owner or tenant. ◀ </div>
--	--

RESIDENTIAL PARCELS:

☐ Relocation brochure delivered
☐ First Negotiation Contact delivered with Certificate of Legal Residency
☐ Demographic Information delivered
☐ 90 days written notice delivered
☐ 30 day written notice delivered
☐ Moving costs explained
☐ Replacement housing explained
☐ Offered assistance in locating replacement property
☐ DSS inspection performed prior to purchase or renting
☐ Relocation Agreement (CDOT Form #591) signed if acquisition is proceeding to condemnation

BUSINESS, FARM AND NONPROFIT ORGANIZATION:

☐ Relocation brochure delivered
☐ First Negotiation Contact/90 Day Notice delivered with Certificate of Legal Residency
☐ Demographic Information delivered
☐ 30 day written notice delivered
☐ Moving costs explained

☐ Inventory given to moving companies
☐ Two estimates received

☐ Site search explained
☐ Storage explained
☐ Related non residential eligible expenses (connection to utilities, professional services, impact fees) explained
☐ Reestablishment expenses explained
☐ Fixed payment for moving expenses (In-Lieu) explained

Additional comments:

I certify that I understand the subject parcel is to be used in connection with a Federal Aid project. That I have no direct or indirect, present or contemplated, future personal interest in any relocation payments or benefits. That the following chronological record, to the best of my knowledge, is a true account of contacts with, and activities in behalf of displaced person(s).

Real Estate Specialist signature	Title:	Date:
----------------------------------	--------	-------

Date	Remarks/Action Taken/Interviews/Telephone Conversations/Assistance Given/ Letters Sent/Payoffs
------	--